

EDITED TASK LISTING

CLASS: CONSTRUCTION SUPERVISOR I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

| Task # | Task |
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| 1. | Supervises and coordinates inmate/ward day labor projects involving construction, alterations and repair of large scale buildings and structures in compliance with plans, specifications, building codes and standards under the direction of the Construction Supervisor II. |
| 2. | Review plans, specifications, work descriptions and estimates against actual field conditions, recommending necessary changes and providing technical assistance to professional architectural and engineering staff in order to clarify construction issues through the Request for Clarification (RFC) and Request for Information (RFI) process as needed. |
| 3. | Selects and directly supervises inmates/wards and works closely with Department of Corrections and Rehabilitation classification committee to ensure that qualified inmate/ward labor is provided for each construction project as needed. |
| 4. | Maintain the safety and security of persons and property, to prevent escape of and injury by persons committed to the Department of Corrections and Rehabilitation to themselves or others or to property in accordance with Title 15, California Code of Regulations on an on-going basis. |
| 5. | Maintain security of assigned working areas through inspections and searches for contraband (i.e., weapons or illegal drugs, etc.) and inventory of materials, tools, keys and locks in accordance with Title 15, California Code of Regulations on an on-going basis. |
| 6. | Implement the hiring of casual employees for the Inmate/Ward Day Labor Program through coordination/and in accordance with appropriate Building Trades Unions in order to provide skilled labor to facilitate completion of assigned construction projects under the direction of a Construction Supervisor II. |

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| 7. | Provide training and direct supervision of state staff, casuals, and inmates/wards through orientation programs that familiarize employees with correctional policies and procedures that are unique to performing construction in the Department of Corrections and Rehabilitation, including the Injury Illness Prevention Program (IIPP) on an on-going basis. |
| 8. | Prepare cost estimates including material and labor takeoffs, in conjunction with the development of resource loaded construction schedules utilizing construction drawings and specifications under the direction of the Construction Supervisor II. |
| 9. | Maintains the project records which includes, inmate/wards/casual/state staff timekeeping and payroll, material purchases, contracts, tracking of change orders, inspection records, Requests for Information (RFIs) and Requests for Clarification (RFCs) and project "As-Built" documents under the direction of the Construction Supervisor II. |
| 10. | Inspect work in progress for compliance with plans, codes and standards and provide status reports to Construction Supervisor II regarding project schedules and deadlines as needed. |
| 11. | Procures materials, tools and equipment as determined from the approved construction documents in accordance with state purchasing guidelines in order to complete an assigned project under the direction of the Construction Supervisor II. |
| 12. | Supervises the maintenance and repair of construction tools and equipment according to the program's policies and procedures on an on-going basis. |
| 13. | Conduct meetings or provide training to individuals/groups in the appropriate interpretation and application of policies and procedures to improve job skills, knowledge, and safety awareness utilizing various methods (i.e. classroom, on the job, mentoring) as needed for successful job performance and upward mobility on an on-going basis. |

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| 14. | Evaluate and provide feedback to employees to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the Department of Corrections and Rehabilitation on an on-going basis. |
| 15. | Coordinates construction and repair projects with the institution/facility concerning utility interruptions that may impact security operations/programs to comply with Department Operation Manual and Title 15 as needed. |
| 16. | Develop project construction schedules by considering the entire scope of the project including the material and labor availability, subcontractor constraints, and site conditions referencing the approved construction documents under the direction of the Construction Supervisor II. |
| 17. | Communicate professionally and effectively both orally and in writing, utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations on an on-going basis. |
| 18. | Deliver effective oral presentations to management, institutional administration, and employees utilizing various tools, equipment, and aids as needed. |
| 19. | Maintain the Injury Illness Prevention Program (IIPP) by developing project specific safety plans and hazardous assessment, documenting and maintaining training and safety records, performing daily job site safety inspections, identifying and correcting safety issues, application of policies, procedures, guidelines, laws and rules, regulations as required by Cal-OSHA standards and Title 24 on an on-going basis. |
| 20. | Provides leadership and guidance to construction crews through communication and organizational skills to produce desired product within budgets and scheduled timeframes as needed. |

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| 21. | Provide assistance to managers, employees, control agencies, and others on varied and/or sensitive complex matters to resolve issues, provide information, options, and/or recommendations, etc. using various references/policies as needed and/or upon request. |
| 22. | Evaluate data, review submittals (i.e. shop drawings and manufacturers cut sheets) to ensure materials and equipment specified comply with plans and specifications, provide recommendations/approval to the Architectural and Engineering Section under the direction of the Construction Supervisor II. |
| 23. | Handle stressful situations in the work place, in a professional and tactful manner, conducive to the employees overall health and well being in accordance with departmental policies/procedures and professional ethics on an on-going basis. |
| 24. | Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning EEO, ADA, and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination free work environment on an on-going basis. |
| 25. | Identify need for contracts based on approved construction documents, develop scope of work, timelines, estimates, and type of contracts (i.e. public works contracts or service contracts), issue notices to proceed and notices of completion, approve/disapprove payments of invoices under the supervision of a Construction Supervisor II. |
| 26. | Administer and monitor the testing and inspection requirements of assigned projects as defined in the Uniform Building Code (UBC) and Title 24 of California Code of Regulations as needed. |
| 27. | Draw details with basic drafting skills for the purpose of clarifying how to construct or fabricate an item as needed. |

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